



## **FLI Claims and Reporting Specialist**

Company: FLI Transportation and Logistics

Location: Overland Park, KS

Employee Type: Full-Time

Salary: Dependent on experience

*Full-time employees are eligible for benefits (PTO, Medical, Dental) on the 1<sup>st</sup> of the month following 30 days; 401k eligible after 6 months.*

### **Job Description**

We are seeking a highly organized, detail-oriented Claims & Reports Specialist to support our Claims Manager in overseeing the claims process and ensuring accurate, timely reporting. This role requires exceptional communication skills, strong analytical capabilities, and the ability to thrive in a fast-paced environment. The ability to problem solve and multi-task effectively and efficiently is a must.

### **What you'll be doing:**

- Maintain and update the claim log in collaboration with the Claims Manager to ensure smooth communication and tracking.
- File claims and coordinate with internal and external stakeholders to gather and submit all necessary documentation.
- Conduct fact-finding to support claims investigations and evaluate claim validity.
- Negotiate settlements based on established guidelines.
- Prepare and process claim settlements.
- Compile and deliver weekly, monthly, quarterly, and ad hoc customer reports.
- Ensure deadlines are met while maintaining accuracy and compliance with company policies.
- Assist with other claims or reporting tasks as assigned.

### **What you'll need to do it:**

- Exceptional organizational skills with strong attention to detail and follow-through.
- Proactive self-starter who can work independently and as part of a team.
- Proficiency in Microsoft Office Suite, especially Outlook and Excel.
- A positive attitude with excellent verbal and written communication skills.
- Ability to manage time effectively and adapt quickly in a fast-paced environment.

### **Preferred Qualifications:**

- Experience in LTL (Less-Than-Truckload) freight operations.
- Familiarity with LTL claims processes and industry practices.

### **Who we are:**

Established in 2003, FLI Transportation and Logistics is a privately owned third-party transportation and logistics firm headquartered in Overland Park, KS. FLI offers freight management solutions for LTL, truckload, international and specialized services. At FLI we focus on the unique needs of each individual customer and provide dedicated account management to create centralized and simplified freight management solutions for our customers.

*This is not an exhaustive list of duties, responsibilities and skills required for this position. This posting is intended to describe the general nature of the work involved in this job position.*

*FLI Transportation and Logistics is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, sex, disability, veteran, or other protected status.*